

SUBJECT: Rock Island District Contributions Program

FOR: Mississippi River Project
Illinois Waterway
Coralville Lake
Lake Red Rock
Saylorville Lake

1. References:
 - a. 33 USC § 2325 and 2328 authorizes the Corps to accept contributions “in connection with carrying out a water resources project for environmental protection and restoration or a water resources project for recreation.
 - b. EP 1130-2-500 Chapt.11
 - c. ER 1130-2-500 Chapt.11
2. The term “contribution” includes anything of value (funds, materials, supplies or in-kind goods or services) received from an outside source without consideration or an exchange of value.
3. Contributions of monies will be used for the following purposes: Contributions received will be used to offset O&M of recreational facilities and activities and environmental stewardship activities on the project at the discretion of the Operations Manager.
4. Non-Cash contributions accepted under the Contributions Program will be reviewed on a case-by-case basis for suitability and project needs by the Operations Manager. All property will be properly recorded with LM.
5. When a contribution is accepted, a receipt will be filed at the project office. The receipt will contain the contributors name, address, amount of contribution or for non-cash contributions what the contribution is and estimated value. Contributions from donation boxes or anyone that does not want a receipt can be recorded on the annual reporting spreadsheet (see #8). The cash contributions will be remitted to RM-F on a DD 1131 Cash Collection Voucher denoting this is a contribution and will either be hand carried or mailed registered/return receipt. Checks should be made out to **FAO, USACE, Rock Island**. Upon receipt, RM-F will acknowledge receipt of money by emailing a confirmation. RM-F will send the money to Millington for registration. Once the funds are registered the ordering work item will be funded. OD-Q will schedule the resources in P2 as required.

6. The ordering and funded work items for each project are listed below:

- a. MRP-----2BLGD9
- b. ILWW-----4LGD94
- c. Coralville--0JG52L
- d. Red Rock--30JB7L
- e. Saylorville-2F8305

When the donated funds are used to purchase either supplies and materials or contractual services a PR&C will be generated using the OWI provided.

- 7. The Corps does not provide tax advice. If a contributor asks for tax information, the Corps representative should ask the contributor to consult their tax advisor. If requested, a receipt should be furnished to contributor for their contribution. The receipt should contain the date, name and address of the contributor, contribution, what the contribution will be used for (if known).
- 8. **Annual Reporting Requirements:** Document each contribution on a spreadsheet in order submit an annual report of the total amount of contributions via the Operations and Maintenance Business Information Link (OMBIL).
- 9. More information on the Contributions Program can be found on the NRM Gateway.

Sue Clevenstine
Recreation Business Line Manager

